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ABSTRACT

This document contains the occupational duty/task lists for nine occupations in the residential carpentry series. Each occupation is divided into a number of duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are carpenter, form carpenter, frame carpenter, finish carpenter (exterior trim), finish carpenter (interior trim), insulation installer, cornice carpenter, roofer (shingles), and drywall hanger/drywall finisher. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (KC)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CARPENTER
FORM CARPENTER
FRAME CARPENTER
FINISH CARPENTER (EXTERIOR TRIM)
FINISH CARPENTER (INTERIOR TRIM)
INSULATION INSTALLER
CORNICE CARPENTER
ROOFER (SHINGLES)
DRYWALL HANGER / DRYWALL FINISHER

CE051525

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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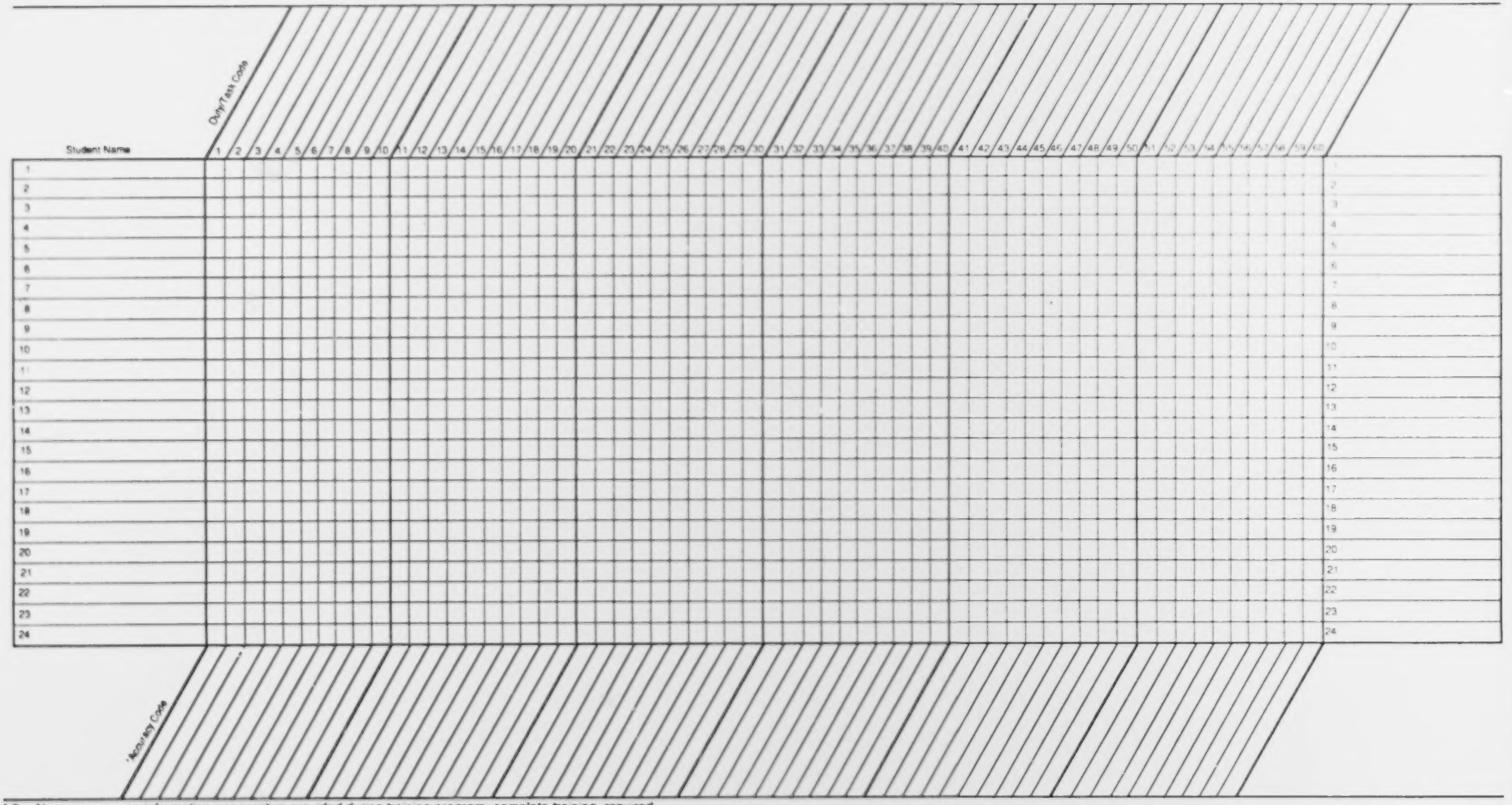
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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**This chart is intended for teacher file use only. Do not post.

DUTY/TASK LISTS

RESIDENTIAL CARPENTRY SERIES

OCCUPATIONS:

1. Carpenter
2. Form Carpenter
3. Frame Carpenter
4. Finish Carpenter (Exterior)
5. Finish Carpenter (Interior)
6. Insulation Installer
7. Cornice Carpenter
8. Roofer (Shingles)
9. Drywall Hanger/Drywall Finisher

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 1: CARPENTER

DUTIES:

A. Lay Out Building Lines and Footings
B. Estimate and Place Concrete in Walls, Footings, and Foundations
C. Construct and Disassemble the Forms for Walls, Footings, and Foundations
D. Construct Edge Forms
F. Frame Floors and Sills
G. Frame Walls and Ceilings
H. Install Insulation in Walls, Ceilings, and Floors
I. Frame Roof
J. Frame Special Projects (Stairs, Metal Stud Walls, etc.)
K. Trim Exterior Walls
L. Install Exterior Windows
M. Install Exterior Doors
N. Finish a Roof
O. Install Drywall
P. Trim Interior Walls and Ceilings
Q. Finish Floors
R. Install Interior Doors, Windows, and Their Trim
S. Build and Install Cabinets, Shelves, and Other Special Built-In Units

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: CARPENTER

DUTY: Lay Out Building Lines and Footings

CODE	TASK	TAUGHT	COMMENTS
A.01	Erect batterboards and locate building lines		
A.02	Square building lines		
A.03	Lay out footings		

OCCUPATION: **CARPENTER**

DUTY: **Estimate and Place Concrete in Walls, Footings, and Foundations**

CODE	TASK	TAUGHT	COMMENTS
B.01	Estimate the volume of concrete needed for a wall, footing, or foundation		
B.02	Place concrete in walls, footings, and foundations (install reinforcing, install keyways and dowels, place and vibrate concrete, screed and finish concrete, etc.)		

OCCUPATION: **CARPENTER**

DUTY: **Construct and Disassemble the Forms for Walls, Footings, and Foundations**

CODE	TASK	TAUGHT	COMMENTS
C.01	Estimate the materials needed to construct wall, footing, and foundation forms		
C.02	Construct and disassemble wall, footing, and foundation forms		
C.03	Construct, set, and disassemble pier footing forms		

OCCUPATION: **CARPENTER**

DUTY: **Construct Edge Forms**

CODE	TASK	TAUGHT	COMMENTS
D.01	Construct edge forms for a slab on grade with foundation		
D.02	Construct edge forms for a slab on grade without foundation		
D.03	Construct edge forms for flatwork		
D.04	Lay out and construct forms for concrete stairs		

OCCUPATION: **CARPENTER**

DUTY: **Frame Floors and Sills**

CODE	TASK	TAUGHT	COMMENTS
F.01	Determine girder and joist sizes		
F.02	Estimate the materials needed to frame a sill and a floor and to lay a subfloor		
F.03	Frame a floor and sill (erect girders, beams, or columns; lay out and build a box sill; install floor joists; and frame openings in a floor)		
F.04	Install bridging		
F.05	Lay subflooring		

OCCUPATION: **CARPENTER**

DUTY: **Frame Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
G.01	Compute stud, trimmer, header, sill, and cripple lengths		
G.02	Estimate the materials needed to frame walls and partitions		
G.03	Lay out walls and partitions		
G.04	Cut materials and build corners, T's, and headers		
G.05	Construct and raise wall section (includes double top plates, backing, nailers, and sheathing)		
G.06	Lay out and install ceiling joists and stiff-backs		

OCCUPATION: **CARPENTER**

DUTY: **Install Insulation in Walls, Ceilings, and Floors**

CODE	TASK	TAUGHT	COMMENTS
H.01	Estimate the insulation for walls, ceilings, and floors		
H.02	Install insulation in walls, ceilings, and floors		
H.03	Install vapor barriers in walls, ceilings, and floors		

OCCUPATION: CARPENTER

DUTY: Frame Roof

CODE	TASK	TAUGHT	COMMENTS
I.01	Compute the lengths of roof frame members (common rafters, hip rafters, jack rafters, ridge boards)		
I.02	Estimate the materials to frame a roof		
I.03	Lay out rafter locations (on top plate and ridge board)		
I.04	Lay out, cut, and erect rafters		
I.05	Frame roof openings		
I.06	Apply roof sheathing		
I.07	Erect truss roofs		

OCCUPATION: **CARPENTER**

DUTY: **Frame Special Projects (Stairs, Metal Stud Walls, Etc.)**

CODE	TASK	TAUGHT	COMMENTS
J.01	Calculate the number and size of a stair's risers and treads		
J.02	Estimate the materials for a stairway and floors		
J.03	Lay out, cut, and construct a stairway		
J.04	Lay out and install special framing projects (unusual house or roof types; special features such as bay windows, balconies, towers, etc.)		
J.05	Lay out and install metal stud walls (including metal door frames)		

OCCUPATION: **CARPENTER**

DUTY: **Trim Exterior Walls**

CODE	TASK	TAUGHT	COMMENTS
K.01	Estimate the material to side and trim a house (both gable and hip roofs)		
K.02	Apply sheathing and siding		
K.03	Apply exterior trim		
K.04	Finish an eave/cornice		

OCCUPATION: CARPENTER

DUTY: Install Exterior Windows

CODE	TASK	TAUGHT	COMMENTS
L.01	List the material for, order, and plan the installation of the window best suited for a home's needs		
L.02	Install and finish exterior windows (wood or metal framed; sliding, swing, or fixed)		

OCCUPATION: CARPENTER

DUTY: Install Exterior Doors

CODE	TASK	TAUGHT	COMMENTS
M.01	List and order the materials for exterior doors		
M.02	Install thresholds (wood and metal)		
M.03	Install exterior doors (door frame, casing, and door; prehung door units)		
M.04	Install door lock, hardware, and weather stripping		

OCCUPATION: CARPENTER

DUTY: Finish a Roof

CODE	TASK	TAUGHT	COMMENTS
N.01	Estimate the material to finish a roof (underlayment, shingles, caps, louvers, and vents)		
N.02	Install underlayment		
N.03	Install shingles (wood and asphalt)		
N.04	Install flashing		
N.05	Install roof caps, louvers, and vents		

OCCUPATION: CARPENTER

DUTY: Install Drywall

CODE	TASK	TAUGHT	COMMENTS
O.01	Estimate the material for ceilings and walls		
O.02	Install wallboard on ceilings and walls (gypsum, laminated, etc.)		
O.03	Finish wallboard		

OCCUPATION: CARPENTER

DUTY: Trim Interior Walls and Ceilings

CODE	TASK	TAUGHT	COMMENTS
P.01	Estimate the material to trim interior walls and ceilings (plaster, ceiling tile, wall panel, base, wood moldings, etc.)		
P.02	Install ceiling tile (from furring strips on joists, from drywall ceilings, from suspended ceilings)		
P.03	Install wall panel		
P.04	Cut and install wood molding		

OCCUPATION: **CARPENTER**

DUTY: **Finish Floors**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Estimate the material to floor a room (underlayment, wood, tile, etc.)		
Q.02	Install underlayment		
Q.03	Install flooring (wood, tile, etc.)		

OCCUPATION: CARPENTER

DUTY: Install Interior Doors, Windows, and Their Trim

CODE	TASK	TAUGHT	COMMENTS
R.01	Compute rough opening dimensions and estimate the materials for interior doors, windows, and trim		
R.02	Install an interior door (individual components, prehung door units, etc.)		
R.03	Install door lock, hardware, and trim		
R.04	Install window trim		

OCCUPATION: **CARPENTER**

DUTY: **Build and Install Cabinets, Shelves, and Other Special Built-In Units**

CODE	TASK	TAUGHT	COMMENTS
S.01	Construct a cabinet (base and wall, doors and drawers)		
S.02	Install a factory-built cabinet		
S.03	Install countertops		
S.04	Install shelves		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 2: FORM CARPENTER

DUTIES:
- A. Lay Out Building Lines and Footings
- B. Estimate and Place Concrete in Walls, Footings, and Foundations
- C. Construct and Disassemble the Forms for Walls, Footings, and Foundations
- D. Construct Edge Forms

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OCCUPATION: **FORM CARPENTER**

DUTY: **Lay Out Building Lines and Footings**

CODE	TASK	TAUGHT	COMMENTS
A.01	Erect batterboards and locate building lines		
A.02	Square building lines		
A.03	Lay out footings		

OCCUPATION: FORM CARPENTER

DUTY: Estimate and Place Concrete in Walls, Footings, and Foundations

CODE	TASK	TAUGHT	COMMENTS
B.01	Estimate the volume of concrete needed for a wall, footing, or foundation		
B.02	Place concrete in walls, footings, and foundations (install reinforcing, install keyways and dowels, place and vibrate concrete, screed and finish concrete, etc.)		

OCCUPATION: **FORM CARPENTER**

DUTY: **Construct and Disassemble the Forms for Walls, Footings, and Foundations**

CODE	TASK	TAUGHT	COMMENTS
C.01	Estimate the materials needed to construct wall, footing, and foundation forms		
C.02	Construct and disassemble wall, footing, and foundation forms		
C.03	Construct, set, and disassemble pier footing forms		

OCCUPATION: **FORM CARPENTER**

DUTY: **Construct Edge Forms**

CODE	TASK	TAUGHT	COMMENTS
D.01	Construct edge forms for a slab on grade with foundation		
D.02	Construct edge forms for a slab on grade without foundation		
D.03	Construct edge forms for flatwork		
D.04	Lay out and construct forms for concrete stairs		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 3: FRAME CARPENTER

DUTIES:
- F. Frame Floors and Sills
- G. Frame Walls and Ceilings
- H. Install Insulation in Walls, Ceilings, and Floors
- I. Frame Roof
- J. Frame Special Projects (Stairs, Metal Stud Walls, etc.)

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **FRAME CARPENTER**

DUTY: **Frame Floors and Sills**

CODE	TASK	TAUGHT	COMMENTS
F.01	Determine girder and joist sizes		
F.02	Estimate the materials needed to frame a sill and a floor and to lay a subfloor		
F.03	Frame a floor and sill (erect girders, beams, or columns; lay out and build a box sill; install floor joists; and frame openings in a floor)		
F.04	Install bridging		
F.05	Lay subflooring		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Frame Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
G.01	Compute stud, trimmer, header, sill, and cripple lengths		
G.02	Estimate the materials needed to frame walls and partitions		
G.03	Lay out walls and partitions		
G.04	Cut materials and build corners, T's, and headers		
G.05	Construct and raise wall section (includes double top plates, backing, nailers, and sheathing)		
G.06	Lay out and install ceiling joists and stiff-backs		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Install Insulation in Walls, Ceilings, and Floors**

CODE	TASK	TAUGHT	COMMENTS
H.01	Estimate the insulation for walls, ceilings, and floors		
H.02	Install insulation in walls, ceilings, and floors		
H.03	Install vapor barriers in walls, ceilings, and floors		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Frame Roof**

CODE	TASK	TAUGHT	COMMENTS
I.01	Compute the lengths of roof frame members (common rafters, hip rafters, jack rafters, ridge boards)		
I.02	Estimate the materials to frame a roof		
I.03	Lay out rafter locations (on top plate and ridge board)		
I.04	Lay out, cut, and erect rafters		
I.05	Frame roof openings		
I.06	Apply roof sheathing		
I.07	Erect truss roofs		

OCCUPATION: **FRAME CARPENTER**

DUTY: **Frame Special Projects (Stairs, Metal Stud Walls, Etc.)**

CODE	TASK	TAUGHT	COMMENTS
J.01	Calculate the number and size of a stair's risers and treads		
J.02	Estimate the materials for a stairway and floors		
J.03	Lay out, cut, and construct a stairway		
J.04	Lay out and install special framing projects (unusual house or roof types; special features such as bay windows, balconies, towers, etc.)		
J.05	Lay out and install metal stud walls (including metal door frames)		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 4: FINISH CARPENTER (EXTERIOR)

DUTIES:
- K. Trim Exterior Walls
- L. Install Exterior Windows
- M. Install Exterior Doors
- N. Finish a Roof

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **FINISH CARPENTER (EXTERIOR)**

DUTY: **Trim Exterior Walls**

CODE	TASK	TAUGHT	COMMENTS
K.01	Estimate the material to side and trim a house (both gable and hip roofs)		
K.02	Apply sheathing and siding		
K.03	Apply exterior trim		
K.04	Finish an eave/cornice		

OCCUPATION: **FINISH CARPENTER (EXTERIOR)**

DUTY: **Install Exterior Windows**

CODE	TASK	TAUGHT	COMMENTS
L.01	List the material for, order, and plan the installation of the window best suited for a home's needs		
L.02	Install and finish exterior windows (wood or metal framed; sliding, swing, or fixed)		

OCCUPATION: **FINISH CARPENTER (EXTERIOR)**

DUTY: **Install Exterior Doors**

CODE	TASK	TAUGHT	COMMENTS
M.01	List and order the materials for exterior doors		
M.02	Install thresholds (wood and metal)		
M.03	Install exterior doors (door frame, casing, and door; prehung door units)		
M.04	Install door lock, hardware, and weather stripping		

OCCUPATION: **FINISH CARPENTER (EXTERIOR)**

DUTY: **Finish a Roof**

CODE	TASK	TAUGHT	COMMENTS
N.01	Estimate the material to finish a roof (underlayment, shingles, caps, louvers, and vents)		
N.02	Install underlayment		
N.03	Install shingles (wood and asphalt)		
N.04	Install flashing		
N.05	Install roof caps, louvers, and vents		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 5: FINISH CARPENTER (INTERIOR)

DUTIES:
- O. Install Drywall
- P. Trim Interior Walls and Ceilings
- Q. Finish Floors
- R. Install Interior Doors, Windows, and Their Trim
- S. Build and Install Cabinets, Shelves, and Other Special Built-In Units

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **FINISH CARPENTER (INTERIOR)**

DUTY: **Install Drywall**

CODE	TASK	TAUGHT	COMMENTS
O.01	Estimate the material for ceilings and walls		
O.02	Install wallboard on ceilings and walls (gypsum, laminated, etc.)		
O.03	Finish wallboard		

OCCUPATION: **FINISH CARPENTER (INTERIOR)**

DUTY: **Trim Interior Walls and Ceilings**

CODE	TASK	TAUGHT	COMMENTS
P.01	Estimate the material to trim interior walls and ceilings (plaster, ceiling tile, wall panel, base, wood moldings, etc.)		
P.02	Install ceiling tile (from furring strips on joists, from drywall ceilings, from suspended ceilings)		
P.03	Install wall panel		
P.04	Cut and install wood molding		

OCCUPATION: **FINISH CARPENTER (INTERIOR)**

DUTY: **Finish Floors**

CODE	TASK	TAUGHT	COMMENTS
Q.01	Estimate the material to floor a room (underlayment, wood, tile, etc.)		
Q.02	Install underlayment		
Q.03	Install flooring (wood, tile, etc.)		

OCCUPATION: **FINISH CARPENTER (INTERIOR)**

DUTY: **Install Interior Doors, Windows, and Their Trim**

CODE	TASK	TAUGHT	COMMENTS
R.01	Compute rough opening dimensions and estimate the materials for interior doors, windows, and trim		
R.02	Install an interior door (individual components, prehung door units, etc.)		
R.03	Install door lock, hardware, and trim		
R.04	Install window trim		

OCCUPATION: **FINISH CARPENTER (INTERIOR)**

DUTY: **Build and Install Cabinets, Shelves, and Other Special Built-In Units**

CODE	TASK	TAUGHT	COMMENTS
S.01	Construct a cabinet (base and wall, doors and drawers)		
S.02	Install a factory-built cabinet		
S.03	Install countertops		
S.04	Install shelves		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 6: INSULATION INSTALLER

DUTY: H. Install Insulation in Walls, Ceilings, and Floors

OKLAHOMA OCCUPATIONAL TESTING CENTER

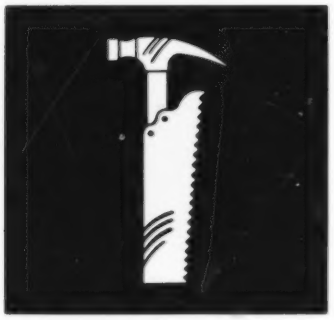
OCCUPATION: **INSULATION INSTALLER**

DUTY: **Install Insulation in Walls, Ceilings, and Floors**

CODE	TASK	TAUGHT	COMMENTS
H.01	Estimate the insulation for walls, ceilings, and floors		
H.02	Install insulation in walls, ceilings, and floors		
H.03	Install vapor barriers in walls, ceilings, and floors		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES



OCCUPATION 7: CORNICE CARPENTER

DUTY: K. Trim Exterior Walls

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **CORNICE CARPENTER**

DUTY: **Trim Exterior Walls**

CODE	TASK	TAUGHT	COMMENTS
K.01	Estimate the material to side and trim a house (both gable and hip roofs)		
K.02	Apply sheathing and siding		
K.03	Apply exterior trim		
K.04	Finish an eave/cornice		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 8: ROOFER (SHINGLES)

DUTY: N. Finish a Roof

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OCCUPATION: **ROOFER (SHINGLES)**

DUTY: **Finish a Roof**

CODE	TASK	TAUGHT	COMMENTS
N.01	Estimate the material to finish a roof (underlayment, shingles, caps, louvers, and vents)		
N.02	Install underlayment		
N.03	Install shingles (wood and asphalt)		
N.04	Install flashing		
N.05	Install roof caps, louvers, and vents		

DUTY/TASK LIST

RESIDENTIAL CARPENTRY SERIES

OCCUPATION 9: DRYWALL HANGER/DRYWALL FINISHER

DUTY: O. Install Drywall

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: DRYWALL HANGER/DRYWALL FINISHER

DUTY: Install Drywall

CODE	TASK	TAUGHT	COMMENTS
O.01	Estimate the material for ceilings and walls		
O.02	Install wallboard on ceilings and walls (gypsum, laminated, etc.)		
O.03	Finish wallboard		